COPY A TIME ENTRY



QUICK REFERENCE CARD

If the time you need to enter is similar to a time entry you have already created, you can copy that entry and submit it for a new date in the My Timesheet tile.

PROCESS

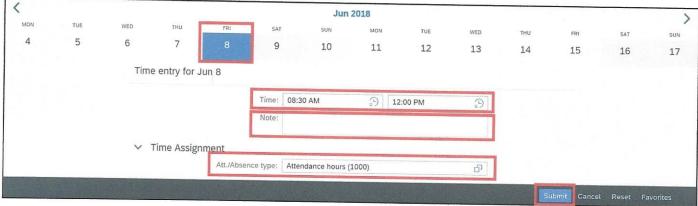
- 1. Under the Employee Self-Service section, click the **My Timesheet** tile. You should now see the timesheet.
- Locate the time entry you would like to copy by navigating to the week of the time entry. To change the weeks on the calendar by clicking the right arrow to move to the next week or the left arrow to move to the previous week.



- In the Time Assignment section, check the box beside the time entry you would like to copy.
- 4. Click the Copy button in the bottom right corner.



- Click the date(s) you need to enter working time for.
- 6. Verify that the From and To times and Attendance type are correct.
- 7. In the **Note** field, **enter a note** for your supervisor if needed.
- 8. Click the **Submit** button to send the time entries to your supervisor for approval.
- 9. Click the Cancel button to cancel the entries go back to the previous screen.
- 10.Click the **Reset** button to clear the entries in each field. You will have to select the date again and proceed to fill out the appropriate fields.



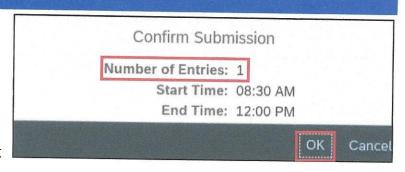
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11. After clicking Submit, the **Confirm Submission** window will appear.
Be sure to **check the Number of Entries field.** The number should match the number of days you selected.



- 12.Click **OK** if you are ready to submit the time to your supervisor.
- 13. The time entry will now appear in the **Time Assignment** section. You should see that the entry is **Sent for approval** in the Status column.